

**ENGINEERING AND RELATED SERVICES
NOVEMBER 30, 2012**

**STATE PROJECT NO. H.007855.5
F.A.P. NO. H007855
LA 431 @ LA 934 INTERSECTION IMPROVEMENTS
ROUTES LA 431 AND LA 934
ASCENSION PARISH**

****DBE/WBE GOAL = 10%****

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Laura Riggs, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

This is an Urban Systems project. The Contract shall be between the Consultant and Ascension Parish, hereinafter referred to as the "**Entity**".

The selected Consultant shall perform Engineering and Related Services to add a right turn lane on westbound Goldplace Road (LA 934) to facilitate northbound turning traffic onto LA 431. Construction of the right turn lane shall include installation of new asphaltic concrete pavement, relocation of a roadside ditch, extension of a 24-inch reinforced pipe culvert and utility relocations. Left turn lanes shall be installed on LA 431 for both northbound and southbound approaches to provide sufficient transition and storage area for turning vehicles outside of the travel lanes. Additionally LA 431 and LA 934 shall be cold planed and overlaid within the project limits. Traffic signal modifications are also anticipated, upgrading the existing signals to mast arm configurations with LED heads and reflectorized back plates to improve visibility of the signalization at the intersection. Widening is expected along the north side of LA 934 and symmetrically along LA 431. This project is on the State Highway System, in District 61.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Research Reports
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off

Part III: Preliminary Plans

Part IV: Final Plans

Stage 5: Construction Part I: Construction Support

Part II: Shop Drawings

TOPOGRAPHIC SURVEY SCOPE

The topographic survey for this project is located in Ascension Parish at the intersection of LA 431 and Goldplace Road (LA 934)/Cannon Road.

A topographic survey is required for a distance of 1500' North along LA 431, 1500' South along LA 431, 1100' east along Goldplace Road (LA 934) and 250' West along Cannon Road from the intersections of LA 431 and LA 934/Cannon Road for a total length of 4,350.00'.

The topographic survey requires a 150' wide DTM (75' on each side of the existing centerline) the length of the project. A 150' wide DTM (75' on each side of existing centerline) for a distance of 250' along side streets.

An existing drainage map of the project area is required and a control sketch.

The Consultant shall be responsible for contacting all utility owners and having them identify and mark utility locations, including burial depths.

The project alignment shall be established using the existing centerline of LA 431 and LA 934.

PRELIMINARY PLANS SCOPE

The Consultant shall provide preliminary roadway plans for the project, including, but not limited to:

- Title Sheet and Layout Map
- Typical Section and Detail Sheets
- Summary of Estimated Quantities sheet
- Plan and Profile Sheets
- Reference Points and Benchmark Elevation Sheets
- Existing Drainage Map
- Design Drainage Map
- Summary of Drainage Structures Sheet
- Suggested Sequence of Construction and Construction Signing
- Geometric Details
- Pavement Markings
- Cross Sections

TOPOGRAPHIC SURVEY ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_discclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise. Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the Control CAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD Project Wise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.”

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

ITEMS TO BE PROVIDED BY THE DOTD

- Traffic Projections
- Capacity Analysis
- Pavement Design
- Standard Plans (through ProjectWise)
- As-Built Plans (for LA 934 and LA 431)
- Environmental Clearance and any required permits
- Acquisition of Right-of-Way
- Utility Relocation Agreements

SERVICES TO BE PROVIDED BY THE ENTITY

- As-builts or pavement design for Cannon Road (if required)

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

Stage 3: Design

Part I: Surveying Services

Part 1(b): Title Research Reports

Part 1(c): Property Survey

Part 1(e): Right-of-Way Map

Part 1(f): Title Take-offs

Part IV: Final Plans (Note: This will include Traffic Signal Modification Plans)

Stage 5: Construction, Part I: Construction Support and Shop Drawings, if required.

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The overall contract time to complete this project is estimated to be **2 years**. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the **Entity**. The delivery schedule is as follows, however may be changed by the DOTD Project Manager:

Stage 3: Part I (a) – Topographic Survey, shall be completed within **85** calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part III – Preliminary Plans, shall be completed within **180** calendar days, including DOTD review, from the acceptance of the Topographic Survey.

COMPENSATION

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated to be a non-negotiated lump sum of **\$345,783**.

The compensation to the Consultant for Stage 3, Parts I & III is a lump sum of **\$143,650**, which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	\$57,831
Stage 3: Part III – Preliminary Plans	\$85,819

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual on Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual

17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the state of Louisiana, with a minimum of five years' experience in the preparation of roadway plans.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full time basis or through the use of a Sub-Consultant(s)
 - a. A minimum of one Professional Engineer, registered in the State of Louisiana, with a PTOE certification, with at least five years of traffic analysis experience with signal warrants, signal timing and traffic signal design, and a corresponding support staff, which will be required in the final design phase for the traffic signal.
 - b. A minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five years' experience in conducting topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff.

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6;

** The Road Design Urban (RU) performance rating will be used for this project.

Complexity Level – (simple)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Laura Riggs – Project Manager
3. Darrell Moore
4. Jared Ray
5. Tanya Bankston
6. Keith Fournier

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 10% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the goals are not being achieved and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **State Project No. H.007855.5**, and will be submitted **prior to 3:00 p.m. CST on Monday, December 17, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.